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# List of Services and Service Fees

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The list below is based on Bursar's Provisions 8/2020 – [List of service fees and services provided by the Institute of the History of Charles University and Archive of Charles University in Prague](#) (in Czech)

## I. Services listed in appendix No. 4 to Regulation No. 645/2004 Coll.

### A. An excerpt from or transcript of archival materials including notification of a negative finding and verification of copies made by public archives

1. Excerpt from or transcript of archival materials:

50,- CZK for each even partial page of excerpt or transcript made by the archive.

2. Verification of a match between a copy of archival material and its original kept in the archive in case the copy is made by the archive according to Letter B Article 1.:

30,- CZK for each even partial page.

### B. Reproduction of archival materials

#### 1. Electrographic copying (CZK per 1 page of reproduction)

Electrographic copying (CZK per 1 page of reproduction):

	A4	A3
1.1.1.1. from loose sheets	5,- CZK	8,- CZK
1.1.1.2. from bound pages	7,- CZK	12,- CZK

#### black and white double sided:

	A4	A3
1.1.2.1. from loose sheets	8,- CZK	12,- CZK
1.1.2.2. from bound pages	17,- CZK	22,- CZK

#### full colour single sided:

	A4	A3
1.2.1.1. from loose sheets	25,- CZK	38,- CZK
1.2.1.2. from bound pages	33,- CZK	46,- CZK

#### full colour double sided:

	A4	A3
1.2.2.1. from loose sheets	40,- CZK	60,- CZK
1.2.2.2. from bound pages	53,- CZK	80,- CZK

### 2. Micrographic work

#### Micrographic recording

1 frame 35mm of microfilm 45x35mm	32,- CZK
1 frame 35mm of microfilm 24x35mm	20,- CZK

#### Copying of micrographic records

1 frame regardless of size	15,- CZK
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#### Enlargement from 35mm micrographic recording to regular office paper

format A4 and A3	20,- CZK
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### 3. Digital reproduction

#### Digital reproduction of two-dimensional originals

3.1.1. scanning originals up to and including format A4	25,- CZK
3.1.2. scanning originals up to and including format A3	60,- CZK
3.1.3. scanning of large formats up to and including format	300,- CZK
3.1.4. digital photography of originals up to and including format A3	200,- K
3.1.5. digital photography of originals larger than format	300,- K
3.1.6. scanning of archival materials on a transparent sheet	
- scanning from a film reelu	20,- CZK
- scanning of a physically separate film frame	50,- CZK
3.1.7. merging several separately made digital photographs from a large original into 1 picture	500,- CZK/1 hour of work
Increase of resolution by each 100dpi over 300 dpi	20,- CZK

#### Digital reproduction of three-dimensional originals

3.2.1. 1 documentation (preview) picture, small or medium-sized, made by a digital camera	350,- CZK
3.2.2. 1 studio picture (for print), small or medium-sized, made by a digital camera	1 500,- CZK
3.3. digital reproduction of a previously digitalised original (1 image)	25,- CZK
3.4. Access to digital reproductions of archival materials in an analogue form, archival materials in a digital form, and replicas of archival materials in a manner which enables remote access is free of charge.	
3.5. Data recording	
3.5.1. CD including the recording of data	40,- CZK
3.5.2. DVD including the recording of data	60,- CZK

Maximum fees for newly made digital reproductions or replicas of archival materials in a digital form apply in cases where such reproductions or copies are in full colour with colour depth of 24 bits or more, in basic resolution of 300dpi, in format jpg, pdf/a, tiff, png, or raw, without further graphic treatment.

### C. Verification of copies of archival materials

#### 1. Verification of a match between copies of archival materials in analogue form or their digital replicas and archival materials in their analogue form kept in the archive

1.1 fee for preparing a certificate of verification	50,- CZK
1.2 fee for finding the archival material and making a copy of the archival material in its analogue form or its digital replica	100,- CZK/hod.

#### 2. Verification of a match between a digital replica and archival material in a digital form or a replica of archival material in a digital form kept in the archive

1.1 zfee for preparing a certificate of verification	50,- CZK
1.2 fee for finding the archival material and making its digital copy	100,- CZK/hod.

3. Verification of match a) between a copy of archival material in an analogue form or its digital replica and archival material in an analogue form kept in the archive or b) between a replica of archival material in a digital form with archival material in a digital form or a replica of archival material in a digital form kept in the archive is issued for copies and replicas of archival material made by the archive.

If genuineness of copies is verified against copies of archival materials in their analogue form, digital reproductions of archival materials in a digital form or replicas of archival materials presented by the applicant, the archive fee for ascertaining a match between the two items and issuing a certificate to that effect is **1.000,- CZK**.

## II. Other services

### A. Consent with one-time use of reproduction of archival material

1.1. the use of reproduction of archival materials for scientific purposes (academic and scientific journals, anthologies, separate studies, monographs, editions, exhibition catalogues) and education (teaching materials) is **free of charge**

(note: in scientific or academic use of reproductions, reference must always be attached which includes at least the name of the archive where the archival material is kept and the archival collection containing the material; without such reference, the use of reproduction is viewed as use for commercial purposes)

1.2. the use of reproductions of archival material for cultural education, popularisation, and non-commercial purposes (popular science, cultural publications, digital presentations, exhibitions, and the like) carries a fee of **150,- CZK /1piece**

1.3. for the use of reproductions of archival materials for commercial purposes (pictorial publications, postcards, calendars, promotion materials, videos, advertisements, and the like) fees are charged as follows:

1pc of full colour or black and white digital reproduction:

in an edition of up to 600 copies 1 500,- CZK

in an edition including and over 601 copies 3 000,- CZK

These fees are charged even for reproductions of archival materials made by the applicants' own reproduction equipment.

## **B. The filming of archival materials (with the exception of educational or cultural broadcasting)**

Basic fee 1000,- CZK / each even partial hour.

## **C. Research, office work, manipulation fees**

1.1. Research (gathering of required information and preparation of a comprehensive report based on finding and excerpting relevant archive materials, archival research aids and tools, and other specialised sources)

1.1.1. simple research based on excerpting 1–2 archival sources / 1 hour of work 500,- CZK

1.1.2. demanding research based on excerpting 3–5 archival sources / 1 hour of work 700,- CZK

1.1.3. demanding and comprehensive research based on excerpting 6 or more sources from 900,- CZK and outside archive collections / 1 hour of work

1.2. Office work

1.2.1. 1 hour of work 200,- CZK

1.3. Manipulation fees

1.3.1. packaging fee – mail in packages 50,- CZK

1.3.2. packaging fee – mail in envelopes up to 1kg 20,- CZK

1.4. Research based on electronic database 250,- CZK

## **D. Make a copy of confirmation of study/certificate of enrollment**

1.1. Make a transcript of diploma, certificat of final state exams, list of examinations and credits, confirmation of the length of study/employment (except for the purpose of retirement proceedings).

1.1.1 First page of the document 500,- CZK

1.1.2. Second and every other page of the document 250,- Kč

1.2. confirmation of the length of study/employment for the purpose of retirement proceedings free of charge